

October 15, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-10 AND RELATED PAG CHANGES
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: PRH Chapter 6, Exhibit 6-5: Center Mental Health Consultant Hours

1. Purpose. To update the Policy and Requirements Handbook (PRH) to reflect an increase in center mental health consultant (CMHC) hours.
2. Background. Job Corps' CMHCs have a multifaceted job. In addition to providing mental health services to students, they play an active role in the disability program, manage crises on center, monitor psychotropic medications, support the Trainee Employee Assistance Program (TEAP), and provide training to Job Corps staff.

Per Information Notice 09-13, Increase in Center Mental Health Consultant Hours, CMHC hours increased, effective October 1, 2009, from a minimum of 3 hours per 100 students per week to a minimum of 5 hours per 100 students per week. This increase in hours allows for additional staff training, consultation, and appropriate case management of students, with an emphasis on employability. In addition to meeting the demands of the applicant and student population with mental health disabilities, cognitive disabilities, and/or mental health issues, the increased hours permit a focus on prevention and education for all Job Corps students as well.

3. Reference. For additional information, see Information Notice 09-13, Increase in Center Mental Health Consultant Hours.
4. Explanation of PRH Changes. Changes in PRH Chapter 6, Exhibit 6-5, Center Health Services Staffing Requirements, are as follows:

- a. Revised "6. Mental Health Professional" to read as follows:

Mental Health Professional: 5 hours/100 students/week is the minimum required level of mental health coverage by a qualified licensed mental health professional. Of the minimum required coverage per week, 50 percent must be used for a combination of the following activities: weekly consultation to staff, annual trainings, disability program support, or TEAP support. Except for emergencies or consults by a psychiatrist, all mental health clinical services defined as “basic health care” in the PRH must be provided on center by the center mental health consultant (CMHC) and/or designated graduate student for centers with graduate training programs.

- b. Revised the table “Minimum Staffing Requirements by Center Size” to reflect the increase in Mental Health Professional Hours/100 Students/Week from 3 to 5.
5. Explanation of PAG Changes. There are no related PAG changes.
 6. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
 7. Effective Date. Until superseded.
 8. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov.

Attachment

A – PRH Cover

B – PRH Exhibit 6-5